

ICPC Referral Packet Checklist Residential Treatment Facility

When a child's parent or legal guardian is proposing to place a child into a residential treatment facility in another state, the Referral Packet must contain the following:

- Cover letter (in triplicate) that includes the financial and medical plan for each child
- Form ICPC-100A (original and 4 copies) completed and signed by "sending party" for each child.
- Social history (in triplicate) for each child that includes the basis on which the particular residential treatment facility was selected.
- Educational, medical, psychiatric, and/or psychological reports (in triplicate) on each child, if appropriate.
- Verification of each child's eligibility for Title IV-E Medicaid benefits, current and in the proposed placement.
- Acceptance letter or verification of acceptance from facility.

When an agency or a court is proposing to place a child into a residential treatment facility, the agency or an officer of the court is responsible for preparing the ICPC Referral Packet, using the guidelines developed by the Sending State ICPC office. A copy of the court order (in triplicate) must be included to show who has legal custody of the child